How to Create a New Position

Log in
Access the eTerp2 system at eterp.umd.edu
Enter your directory ID and password
Username: your_id
Password: *********

Select Modules
Verify your user role is correct
Role: Creator

Select Position Type
Under Positions, select position type
POSITION MANAGEMENT

Creating New Positions

1. Create New
Click [Create New Position]

2. Start Action
Fill in the Title, Division, and Department
Click [Start Action]

3. Complete Tabs
Fill in the required information
Click [Next] until you reach the Action Summary page

4. Complete Action
Select [Take Action on Action]
Click the appropriate action